

Club Constitution

Article I: Name of the club

Chinese Students and Scholars Association at University of Toronto Mississauga Abbreviation: UTMCSSA

Article II: Purpose

The Chinese Students & Scholars Association aims to help Chinese students enjoy their life and become familiar with multi-cultures and society as international students at the University of Toronto Mississauga.

We aim to hold events for students for various goals: Campus tour with a detailed explanation in different languages, orientation every year in September for first-year students, which included information about the University of Toronto, the course selection and experience sharing about our campus. Meanwhile, we create a networking platform to help Chinese international students build a friendly social network with various events, which will help students connect with their peers, first-year students, and even upper-year students for more information about our university.

Furthermore, we also hold events related to students' habits, such as singing competitions, traditional Chinese dishes cooking tours, and gaming competitions to fulfill the various student interests.

At the same time, we are highly engaged in the diverse community of UTM, and we will hope to further promote and introduce Chinese cultures to all the students at UTM. We create different themes on our presenting booth during traditional Chinese festivals with related festival activities and welcome all the students to join our events.

Article III: Membership

There are two types of Membership in UTMCSSA. The first one is the paid membership. A paid membership is open to all UTMSU members, students, and staff at UTM. In addition, community members and alumni may also be members as sole associates. Our paid membership fee is ten dollars per person, including a welcome package gift worth Twenty dollars and a membership card. With the membership card, our members can participate in our events with a discount.

The second type is a team membership as a part of the UTMCSSA management team. This membership is only for UTM current students, and students need to apply to be a member by submitting an application and completing an interview. As a member, the participant is responsible for holding events, becoming a staff member of an event, and so on. As the team members, members will get a paid membership card.

Article IV: Executive and Responsibilities

1、President: The head of the club, responsible for the management of the clubs, decision making, and representative of the club. The detailed responsibilities will include: - Oversee the

operations, management and success of the group.

- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes - Preside over board meetings as well as general meetings
- Ensure the transition of office to the future Executives after the election

2、 Vice President External: support the president for external parts, especially in promoting events, sponsorship and public relationship. The detailed responsibilities will include: - Manage the external departments, including sponsorship, public relations, Media and Design. - Assume duties of the president in his/her absence

3、 Vice President Internal: support the president for internal parts, especially understanding the tasks and information related to the campus. The detailed responsibilities will include: - Manage the external departments, including administration, events, Treasury, and academics - Oversee the various committees

- Ensure that all the activities of the club meet the regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts

4、 The Secretary general: Make a list of all registered members, maintain the websites and member contact list, and notify all members of meetings· Provide any help that may be needed during daily operation.

5、 Director of Sponsorship: Help the club to seek funding support for holding events. UTMCSSA accepts co-director responsibility for Director of sponsorship.

6、 Director of Public Relations: Connect with the University of Toronto Mississauga, UTMSU and other clubs for more exciting activities to help out more students. Direct also in charge of handling official correspondence of the organization

7、 Director of Design: Design posters and other event materials. Record and edit event pictures and videos about each event.

8、 Director of Events: Plan and hold events for the club. The Director of events is responsible for designing every detail in the events proposal and providing approximately the needed funds for each event to the executive team. UTMCSSA accepts co-director responsibility for Director of events.

9、 Director of Academics: provide students academic support, including explaining enrollment of the course, the policy of UTM, etc.

10、 Director of Treasury: Responsible for income and outcome for the club funds. Direct of Treasury will manage the accounting for the club and be responsible for the audit. The detailed

responsibilities will include:

- Record all financial transactions of the group
- Hold signing officer authority along with the president for financial purposes - Maintain a budget of income and expenses along with receipts
- Advise members on the financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Responsible for the fall and winter audition which will present to UTMSU.

11. Director of Administration: Organize the club's membership information and manage different club sections to achieve an event. Record notes and motions for each executives meetings

12. Director of Media: create and write the article for public content on each social media platform.

Article V: Meetings

We hold executive meetings once or twice every month. We usually hold annual meetings in October, January and April to follow up with all the club team members and provide the future goals for UTMCSSA. The meeting will include plans of the upcoming events, event staff organization, and funds approval. The detailed report on the club's financial condition will also be shared with all the club team members.

Article VI: Elections

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Suppose election procedures are deemed to be unfair by reasonable standards by the Clubs Committee. In that case, these results will be subject to the petition by a team member, and re-election will be held under the supervision of the UTMSU Clubs Coordinator.

Election Procedures:

- All registered clubs must hold an election sometimes in the winter term. • Elections must open to all interested candidates that are UTMCSSA registered club team members. People who only have the paid membership card will not be considered candidates. • Advertising for elections is mandatory and will take place over a minimum of one week. Advertising must be visible throughout campus. In addition, mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life before the week of accepting nominations.
- Chef returning officer (CRO) from the team members in UTMCSSA. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator. CRO will be selected randomly from UTMCSSA team members during the election period.
- A Nomination period following the advertising period should be set for one week.
- A campaign week will be held following nominations' close.

- Elections are to take place at a location designated for this purpose by the club s' executive in the week following campaigning, consisting of two or three days. In the case of by-elections, clubs must still follow the above regulations.
- The candidate with the majority vote will be considered for the nominated position. • If no one opts to run in the election for a particular position, the former executives collectively have the right to appoint a suitable candidate. If the former executive team is unavailable to appoint a suitable candidate, the current year executive team can directly appoint a candidate for this position.

Any complaints that arise during elections or as a result of elections must be brought to the attention of the Clubs Coordinator in a written format within 72 hours of the election. The Clubs Committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election. The election speech content shall contain truthness and the candidate shall be responsible for the election presentation. All false evidence provided in the election presentation will immediately affect the candidate's status. Non-occurrence of elections will result in the immediate effect of cancellation of club status. Non-submission of election results will later lose club status through the Clubs Committee. ** If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.**

Article VII: REMOVAL FROM OFFICE

Removal from the office can occur after the VP of Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

1. A request is submitted to the VP of Campus Life, which should:
 - a. Be signed by at least %30 of the Club team member, or two--thirds (2/3) of the club executive membership.
 - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of the request, the council shall be required to hold a referendum within twenty days.
3. In case of a council member is removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures."

Article VIII: Amendments to the constitution:

The Executive Committee may create additional positions in September, particularly for first-year students in an effort to encourage first-year student involvement.

The Executive Committee will administer the process of having amendments discussed at general meetings given to all the club members.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General

Meetings by registered UTMCSSA members in attendance. The voting process is according to [the election procedure] in the previous section.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. Centre for Student Engagement, The University of Toronto Mississauga Students' Union, etc) within two (2) weeks of its approval by the general members.

Clubs shall conduct a review of their constitution on a yearly basis

A copy of any ratified UTMCSSA constitution shall be kept on file with the UTMCSSA executives team and presented to all the members. This shall be the official copy of the constitution and shall be held to be authoritative.